Approved by RCA Council 12/11/2019

**RESEARCH AND CREATIVE ACTIVITIES COUNCIL**

**Meeting Minutes of 5 December 2019**

**Call to order:** *Interim Vice Provost for Research and Dean of the Graduate School* David Patrick called the meeting to order at 8:05 am, welcoming eight (8) attendees (roster attached).

**DISCUSSION ITEMS**

**Research and Creative Activities Council Mission and Bylaws and Policies and Procedures**

David Patrick, *Interim Vice Provost for Research* reviewed the Research and Creative Activities Council Mission and Bylaws and Policies and Procedures.

**Research and Sponsored Programs Structure**

David also described the staff roles and current structure in Research and Sponsored Programs (RSP). The following components of RSP and the Council’s involvement were explained in further detail:

**Pre-award**

* Opportunity identification, education, space / matching funds mediation
* Grant preparation, budget development, submission
* Contract terms, risk assessment, reporting requirements

**Post-award**

* Budget planning, budget monitoring, compliance checking, error-catching (may require increased staff FTE)
* Financial reports, funder invoicing, amendments
* Council may discuss possible Post Award physical move back to Old Main 530
* Contract amendments currently coordinated by Post Award may be discussed by the Council in the future

**Compliance**

* RCR, human subjects & IRB, animal subjects

**Other**

* Internal grants, internal and external reports (HERD), patents and copyrights, audits
* Scientific Technical Services (under purview of Vice Provost for Research - separate advisory board)

**Review Panels (subcommittees) - description of how they work**

* The Council has authority to review/recommend to the Vice Provost for Research who has final authority.
* Faculty Summer Research and Creative Activities Grant Subcommittee (annual awards)
* Summer Teaching Grant Subcommittee (annual award)
* Graduate Research and Creative Activities Subcommittee (fall, winter and spring quarters)
* Undergraduate Research and Creative Activities Subcommittee (fall, winter and spring quarters)

**Work in progress**

* Desk Audit – An audit conducted summer 2019 indicated new policy standard procedures to be developed by RSP for NSF to approve. A rollout of these changes will be provided with training to department administrators. RCAC will review.
* Grant Managers Handbook. RCAC will be tasked with revision winter 2020
* Policy / standard development
* Pilot project and PDA grants (Council to work on early winter quarter)
* Web page - the new RSP webpage is now launched – Council members to advise of needed edits
* Human Subjects Task Force - Keith Russell, Chair – working on improving communication, revising procedures and policies
* RSP budget development, distribution of grants revenue and increases of grant funding (RCAC’s task winter 2020)

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**Committee business**

**Undergraduate Research and Creative Activities Grant proposal review**

The Council reviewed and approved the subcommittee funding recommendations.

**Undergraduate Research and Creative Activities Grant Guidelines**

The Council will review for approval revisions to the guidelines presented by the subcommittee Winter Quarter 2020.

**Chair election**

The Research and Creative Activities Council (RCAC) needs a member to step into the role of Chair for 2019-21. Council members were asked to consider their willingness to assume this role. Member Susan Costanzo nominated Nicole Larson followed by a motion to nominate from member Evan Mueller. The motion was tabled for a future meeting. Member Farrokh Safavi suggested the Council allow additional time before a vote.

**Subcommittee nominations**

Subcommittees are composed of five faculty membersper the Research and Creative Activities Council

Policies and Procedures. The issue of filling the subcommittees with members was discussed and will be

continued.

**Research and Creative Activities Council Mission and Bylaws and Policies and Procedures Revision**

Council member Nicole Larson reviewed the revisions required by the Faculty Senate. The Council approved the following:

1. The word “equitably” has been added to the third (3rd) bullet of the front page of the Mission and Bylaws.
* Developing and implementing procedures for equitably awarding internal funding for faculty and students, in accordance with the Collective Bargaining Agreement and the University’s mission, goals, and strategic plan.
1. The usage of the terms tenured and tenure-track will be reviewed.
2. The subcommittees will be required to have one (1) Faculty Senate member appointed to each.

**ITEMS FROM THE FLOOR**

Council member Farrokh Safavi requested the following be provided to the Council:

Council Charge

Issues Council to address

Lines to be aware of that the Council may not cross

VPR requested to contact WWU administration to determine if reallocation of funds for grant programs is possible.

If not, what makes it not possible?

He raised the following questions:

Will Council be revising policies?

May the Council purse new funding sources?

**Meeting adjourned at 9:10 am**

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| **RESEARCH AND CREATIVE ACTIVITIES COUNCIL (RCAC)** **2019 - 2020** |
| CBE | Business & Economics | Farrokh Safavi | Finance & Marketing |
| FX | Fairhaven |   |   |
| CFPA | Fine & Performing Arts | Evan Mueller | Theater & Dance |
| HUM | Humanities  | Susan Costanzo | History |
| HUM | Social Sciences | Lorrie Brilla | Health & Human Development |
| HUX | Huxley | Andy Bunn | Environmental Sciences |
| CSE | Sciences & Technology | James Vyvyan | Chemistry |
| WOOD | Education | Tracey Pyscher | Secondary Education |
| LIB | Libraries | abby koehler | Libraries |
| SENATE | Faculty Senate  | Nicole Larson | Engineering & Design |
| SENATE | Faculty Senate  | Jerry Ek | Anthropology |
| SENATE | Faculty Senate  |   |   |
| SENATE | Faculty Senate  |   |  12/5/21019 |